



# CITY OF SAN ANTONIO

## DEPARTMENT OF DEVELOPMENT SERVICES

TO: Development Services Department Customers

SUBJECT: **INFORMATION BULLETIN 120a**  
Fast-Track Metal Stud Permits

DATE: April 12, 2006

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The purpose of this information bulletin is to allow general contractors to legally start work without delay on interior finish out projects in existing buildings before the final building construction plans for the interior finish out have been reviewed and approved.

To obtain this optional permit, the applicant completes a Fast-Track Metal Stud Permit Application (attached) and pays a nonrefundable building permit fee based on the estimated cost of construction. Since plans must be submitted and under review for the interior finish out permit, design documents are not required to be submitted with a Fast-Track Metal Stud Permit Application. The fee for the Fast-Track Metal Stud Permit will not be credited toward the full permit fee. If separate permits are anticipated for various segments of the job, then separate Fast-Track Metal Stud Permit applications will be required.

Issuance of a Fast-Track Metal Stud Permit requires the acknowledgment by the project owner and the general contractor that the issuance of a Fast-Track Metal Stud Permit is at his/her own risk and any work that is found not to comply with the approved plans shall be corrected. The issuance of a Fast-Track Metal Stud Permit also provides no assurance that either the permit for the interior finish out will be issued or that a Certificate of Occupancy will be granted.

We hope this process will assist our customers with their construction process. If you have any questions about this new permit or about the procedures to follow, please feel free to contact the Development Services Engineer at 210-207-8394 or the Development Services Manager at 210-207-0159.

**DEVELOPMENT SERVICES DEPARTMENT**  
**FAST – TRACK METAL STUD PERMIT APPLICATION**  
**\*\*\*OPTIONAL\*\*\***

APPLICANT: Please complete all of the following information. Please print.

Project Address: \_\_\_\_\_ Suite: \_\_\_\_\_

Project Name: \_\_\_\_\_ Valuation of Work: \_\_\_\_\_

Scope of Work: \_\_\_\_\_

**STATEMENT OF UNDERSTANDING**

The undersigned requests that a Fast-Track Metal Stud Permit be issued to allow the work to proceed prior to the approval of the design documents. It is understood that all work performed prior to the approval of the plans and issuance of the full permit is done completely at the permit holder's own risk. Any work that is found to not comply with the approved plans shall be corrected. The undersigned acknowledges the following conditions:

- No work other than the installation of interior, non-load bearing, metal stud framing will be allowed under this permit
- No work will be inspected without the city approved plans on the job site.
- No work may be concealed without inspection approval.
- No Certificate of Occupancy will be issued without inspection approval.

Furthermore, the applicant agrees to proceed with the development and obtain approval of the design documents as soon as possible. All review issues shall be resolved, and the full permit shall be obtained without delay.

Finally, I understand that the issuance of Fast-Track Metal Stud Permit at my own risk provides no assurance that either the permit for the interior finish out will be issued or that a Certificate of Occupancy will be granted.

**PROJECT OWNER:**

Owner's Name: \_\_\_\_\_  
(Print Name)

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**GENERAL CONTRACTOR:**

Company Name: \_\_\_\_\_ Phone#: \_\_\_\_\_

General Contractor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Department Use Only:

FAST-TRACK METAL STUD PERMIT NUMBER: \_\_\_\_\_ PERMIT DATE: \_\_\_\_\_

Revised 04/17/2006